



COURT REPORTERS BOARD OF CALIFORNIA
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GUIDELINES FOR USING PAPERLESS WRITERS

Effective with the December 2003 examination, paperless writers will be allowed into the state Certified Shorthand Reporters (CSR) examination.

The Court Reporters Board of California has reviewed numerous requests for the use of “paperless” writers for the state Certified Shorthand Reporters examination. The Board has determined that the use of these machines mirrors the profession in the daily worklife of some officials and freelance reporters. With the appropriate safeguards in place, paperless writers pose no threat to the security of the state CSR examination.

Applicants who elect to bring a paperless writer to the December test should sign their name on the bottom of this note and return it with their application material.

Basic details:

- Applicants are responsible to bring their own equipment.
- Applicants are personally responsible for the functioning, or failing to function of their machine.
- The Board is not responsible for machine failure and will not provide backup equipment or additional test time for machine failure.
- Only one power outlet is provided during transcription. If you need more outlets, you will need to bring your own power strip.
- The ***applicant needs to bring his or her own disk*** to the examination, which will be initialed by a proctor. This disk will be turned in at the end of transcription.
- You **MUST** produce paper notes, or a disk containing raw notes, which will be retained by the Board along with your transcript.

I have read and agreed to the above information and, in addition, understand that I am personally responsible for the functioning and security of equipment brought to the state CSR examination, and that the Board does not provide equipment or additional test time for any machine malfunctions.

Print Name

Signature

Date